Easikey® Manager

User Guide

17362 Ver 1.1 May 2001

PAC INTERNATIONAL LTD, 1 Park Gate Close, Bredbury, Stockport, SK6 2SZ, England
Tel: +44 (0) 161 406 3400. Fax: +44 (0) 161 430 8658
www.pac.co.uk

A Blick plc Group Company

Issue Record

Version	Date	Details
V1.0	May 01	Original Release
V1.1	May 01	Updated for expanded toolbar and new reports.

Version 1.1 **May 2001**

Changes are periodically made to the product, these changes will be incorporated into new editions of this manual. PAC INTERNATIONAL LTD shall not be liable for errors contained herein or for any consequential damages connected with the use of this material.

Copyright and Protective Notices

1. The copyright of this document and the associated drawings is the property of PAC INTERNATIONAL LTD, and is issued on condition that it is not copied, reprinted or reproduced, nor its contents disclosed, either wholly or in part, without the consent in writing of, or in accordance with the conditions of a contract with PAC INTERNATIONAL LTD.
2. The publication of information in this document does not imply freedom from patent or other protective rights of PAC INTERNATIONAL LTD, or others.
3. Performance figures and data quoted in this document are typical, and must be specifically confirmed by PAC INTERNATIONAL LTD before they become applicable to any tender, order or contract.

Training and Technical Support

Training courses covering the installation and use of all PAC products are regularly held at PAC INTERNATIONAL LTD, Stockport. For further information on course availability, or to discuss your specific requirements, contact the Training Manager at the address below.

It is strongly recommended that any persons installing or commissioning PAC products attend a suitable training course beforehand.

Technical Support for all PAC products is available during normal office hours:

8:00am to 6:00pm Monday to Friday, excluding public holidays.	
Tel: 0161 406 3400	**International +44 161 406 3400**
Fax: 0161 430 8658	**International +44 161 430 8658**

This service is provided primarily for the use of trained engineers. End users of PAC products should first of all contact their installation or maintenance company before contacting PAC.

PAC INTERNATIONAL LTD
1 Park Gate Close
Bredbury
Stockport
SK6 2SZ
England

IMPORTANT:

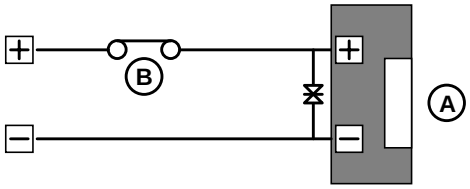
When installing the PAC equipment the following should be noted:

HEALTH AND SAFETY

Installation must wired in accordance with National Wiring Regulations (BS7671, IEE National Wiring Regulations in the UK). Failure to do so can result in injury or death by electric shock.

It must also comply with any local Fire, Health and Safety regulations. A secured door that may be part of an escape route from an area must be fitted with:

- **A fail-safe lock (A) so that the door will be released if the power fails. Ideally a magnetic lock should be used as these are less likely to jam or seize.**
- **A normally-closed break-glass or manual pull (B) in the lock supply wiring so that in an emergency the fail-safe lock can be immediately depowered.**



The controller must be earthed.

Isolate the controller supply before working on the controller.

CABLING

The cabling used in the PAC Access Control Systems (six wire bus, reader cables, etc.) are not prone to electrical interference. However, you should avoid routing cable close to heavy load switching cables and equipment. If this is unavoidable, cross the cable at right angles every 3.3-6.6ft/1-2m to reduce the interference.

Table of Contents

1. Introduction **1**

2. Easikey Manager Main Window **1**

3. Easikey Manager Toolbar **2**

4. Block Functions **3**

5. Flat Functions **4**

5.1 Add Flat 4
5.2 Edit Flat: Flat Details 4
5.3 Edit Flat: Resident Details 4

6. Token Functions **6**

7. Viewing Reports **7**

7.1 Unused Resident Tokens 7
7.2 Transaction Analysis 7
7.3 Health and Abscondance 8
7.4 Excessive Use 9
7.5 Periodic Use 10

8. Staff Functions **11**

8.1 View Staff 11
8.2 Add Staff Member 11
8.3 Edit Staff Member 11
8.4 Delete Staff 11

9. Dial Functions **12**

9.1 Dial Schedule 12
9.2 Dial Now 12
9.3 Communications Error Log 12

10. Backing Up Easikey Manager **14**

11. Restoring a Backed Up Easikey Database **14**

12. Delete Events **14**

13. Setup Functions **14**

14. Import Door Controller Database **15**

14.1 Installer Operations 15
14.2 Import Database Facility 15
14.3 User Operations 16

15. Initialise and Download **18**

This page is intentionally left blank.

1. Introduction

This User Guide covers all the functions that are normally carried out by the end user of the Easikey Manager software. It does **not** cover those functions which would normally be carried out by the Installer during the installation process.

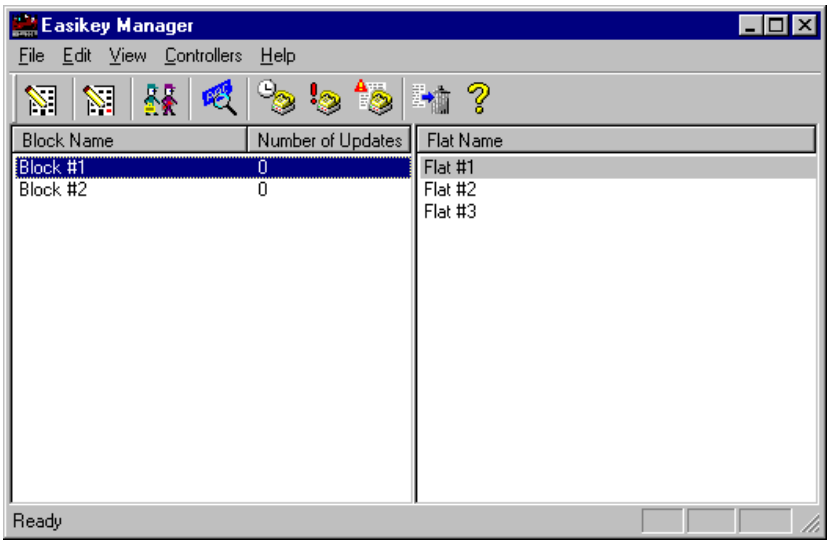
Access to all the Easikey Manager functions is provided by:

1. A toolbar with buttons along the top of the **Main** window.
2. A series of drop-down menus on the **Main** window.

When you move the pointer over a button in the toolbar the button function is displayed in a yellow pop up box and the status bar along the bottom of the **Main** window.

2. Easikey Manager Main Window

When the Easikey Manager software is first accessed the following window is displayed.



The window displays the following information:

- The names of all the blocks being administered.
- The number of updates outstanding for each block.
- The names of the flats in the selected block.

Note

Updates are pieces of information that the user has entered onto the system that have not yet been sent to the door controller (the door controller controls access) e.g. when a new resident has moved into a flat.

To send outstanding updates immediately rather than waiting for the next scheduled time select **Dial Now** from the **Controllers** menu.

An expanded toolbar is displayed by selecting **Show Installation Options** from the **View** menu:

When the mouse pointer is placed over a toolbar icon a description of what it does is displayed.

3. Easikey Manager Toolbar

The Easikey Manager toolbar contains the following icons:

Create New Block. This is used to create a new block. *

Edit Selected Block. This is used to amend details for an existing block or to remove a block from the system.

Delete Selected Block. This is used to delete the selected block. *

Create New Flat in Selected Block. This is used to create a new flat in the selected block. *

Edit Selected Flat. This is used to amend details for an existing flat including adding/deleting residents

Delete Selected Flat. This is used to delete the selected flat.

Edit Staff Members. This is used to add new staff members, delete or change details for existing members.

Search Database for Token Code. This is used to find out who a token has been issued to. For example, if a token is found and handed in, this feature can be used to find out who owns the token so that it can be returned to the resident who lost it.

Set Dial Schedule. This is used to specify when the Easikey Manager software contacts the controllers to update the database.

Dial Selected Block. This is the same as **Dial Now** in the **Controller** menu and is used to send database changes to and receive events from controllers rather than having to wait for the scheduled dial.

View Communications Error Log. This is used to display errors produced during communication and is enabled only if errors are encountered.

Delete Events from Database. This is used to delete all events prior to a specified date from the database.

Help. This is used to display help information.

Notes

1. Icons marked with an asterisk (*) are only visible when the **Show Installation Options** is selected from the **View** menu.
2. Also, selecting **Show Installation Options** will display the menu items **New** and **Edit** in the **Edit** menu. These menu items correspond with the icons that appear.

4. Block Functions

The Installer generally creates blocks. Each block requires door controller addresses and phone numbers.

To edit details of an existing block:

1. Click on the block to be edited in the list of blocks displayed in the left-hand side of the **Main** window.
2. Click on the **Edit Block** button in the toolbar to display the **Edit Block** window showing details of the block selected.
3. Change details as required.
4. Click **OK**.

Note

If changes are required to the **Controller** tab it is recommended that this be done by the Installer.

5. Flat Functions

5.1 Add Flat

Notes

1. A new flat can only be added to existing blocks.
2. This section also covers the resident functions because residents are associated with flats.

To add a new flat:

1. Click on the block you want to add the flat to (existing blocks are displayed in the left-hand side of the **Main** window) - a list of flats already added to the selected block is displayed.
2. Click on the **New Flat** button in the toolbar to display the **New Flat** window.
3. Enter the **Flat Name** in the box provided.
4. Enter any extra information in the boxes provided.

   If you already know who is to occupy the flat then the residents can be added at the same time as follows:

5. Click on **Residents** at the top of the window to display the residents.
6. Click **New** to display the **Add Resident** window.
7. Enter the **Resident's Name** in the box provided.
8. Enter the **Token Code** in the box provided (if known) or present the token/card to the desktop reader to automatically enter the code.
9. Enter the **Peg Colour** (if pegs are being used).
10. Click **OK** to go back to the **New Flat** window.
11. Click **New** to add more residents or **OK** to return to the **Main** window. Note that if you now select the block the flat name is shown in the list of flat names for that block.

5.2 Edit Flat: Flat Details

To edit flat details:

1. Click on the block containing the flat you want to edit to (existing blocks are displayed in the left-hand side of the **Main** window) and a list of flats for the selected block is displayed on the right-hand side of the **Main** window.
2. Click on the name of the flat you want to edit.
3. Click on the **Edit Flat** button in the toolbar to display the **Edit Flat** window containing details of the selected flat.
4. Edit the **Flat Name** and any extra information as required.

5.3 Edit Flat: Resident Details

To edit resident details:

1. Click on **Residents** at the top of the window to display a list of residents associated with the selected flat.
2. Click **New** to display the **New Resident** window to add the details for a new resident by:

   - Entering the resident's name in the box provided.
   - Issuing a token to the resident by entering the **Token Code** in the box provided (if known) or presenting the token/card to the desktop reader to automatically enter the code.
   - Entering the **Peg Colou**r for the new token (if applicable).

   or

Click on a name from the list of existing residents and click **Delete** to remove the resident.

or

Click **Edit** to display the **Edit Resident** window to edit the details for the selected resident by:

- Changing the **Resident's Name**, if required.
- Issuing a new token to the resident by entering the **Token Code** in the box provided (if known) or presenting the token/card to the desktop reader to automatically enter the code.
- Entering the **Peg Colour** for the new token (if applicable).

or

Click **Move** to display the **Move Resident** window which allows you to move the selected resident to another flat by:

- Clicking on the down-arrow (▾) to display the list of flats in the block.
- Clicking on the required flat.
- Clicking **OK** to transfer the resident's details to the selected flat.

3. Click **OK**. This takes you back to the **Edit Flat** window.
4. Repeat the procedure for other residents or click **OK** to return to the **Main** window.

Notes

1. You can only move residents between flats in the same block.
2. The **Move** function is also used when importing a database from an Easikey/Easikey 1000 controller, see Section 14.

6. Token Functions

This feature allows you to find out who owns a token and is used, for example, to locate the owner of a found token.

To search for a token:

1. Click on the **Token Search** button on the toolbar to display the **Search for Token** window.
2. Present the token to the desktop reader and the token code is displayed in the box.
3. Click **OK** to display details of the resident/staff associated with the token.

7. Viewing Reports

Easikey Manager can generate 5 different types of reports from the contents of the database.

Unless specifically stated, all reports described below have a **Date and Time Range** field that can be set to either:

- A specified date, between specified times.

or

- Between two specified dates, and between specified times.

7.1 Unused Resident Tokens

This feature generates a report listing all keys that have not been used: This provides a useful way of monitoring residents who may, for example, be housebound.

Reports can only be generated on a specific date or between two specified dates.

To generate an Unused Token report:

1. Select **Unused Resident Tokens** from the **Reports** section of the **File** menu.
2. Select the required date range.
3. Click **OK** to generate the report.

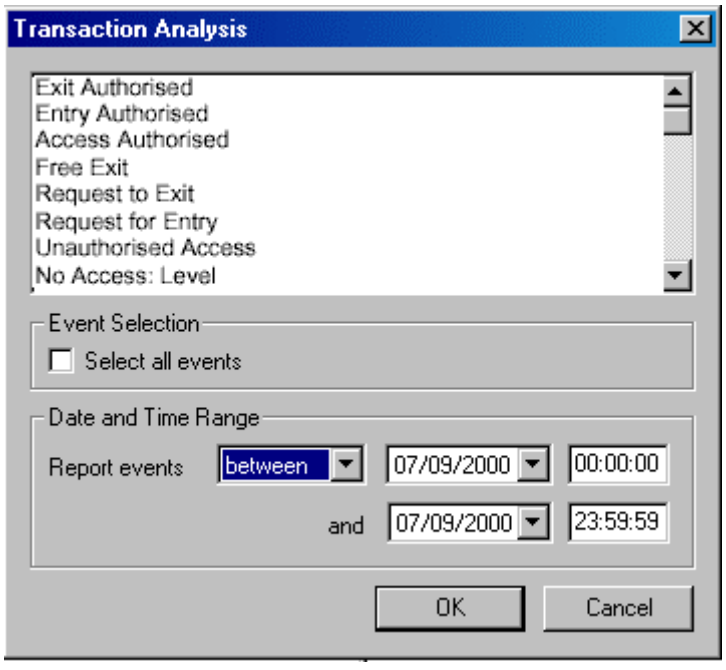
7.2 Transaction Analysis

This option is used to report on specified events or all events that are generated by the door controllers.

The operator can select events from a list, whether is it just one or many events to report on. Alternatively, the operator can use the **Select all Events** option without having to go down the list selecting each one individually.

To generate an Transaction Analysis report:

1. Select **Transaction Analysis** from the **Reports** section of the **File** menu.



Event Types Reported

Exit Authorised
Entry Authorised
Access Authorised
Free Exit
Request to Exit
Request for Entry
Unauthorised Access
No Access: Level
No Access: Locked Out
No Access: Pass Back
Door Left Open
Door Closed
Anti-Tamper Alarm
Alarm Cleared
Automatic Lock
Automatic Unlock
Editor On
Editor Off
Local Alarm Accepted
No Access: Unknown ID
Alarm Acknowledged
RTE Button Held Down
Repeated Token Use
PIN Reader Duress Alarm
Duress Alarm Acknowledged
Unit Closed Down
Unit Started Up
Lock On Authorised
Lock Off Authorised

2. Select the transactions required.
3. Select the required date and time range.
4. Select **OK** to generate the report.

Because of the vast number of events that are generated from normal day-to-day use, the report allows an operator to input a date/time for a specified day or date range. This will help when trying to narrow the search to a specific date and time.

Transaction Analysis Report

Events generated between 07/04/2000 00:00:00 and 07/09/2000 23:59:59

Block Name Stepford House

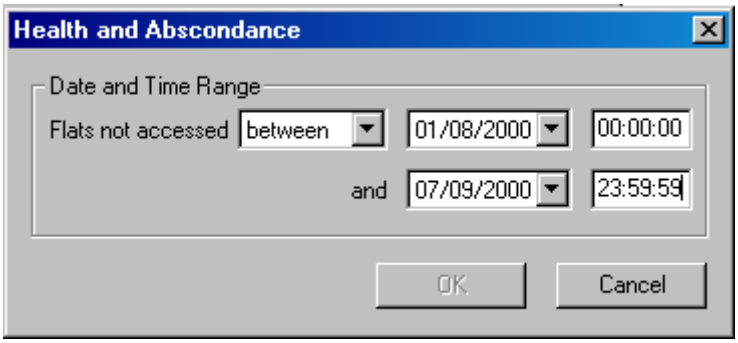
Event Date	Event Type	User Type	User Name	Flat Name
01/07/2000 14:32:31	Exit Authorised	Resident	Ray Taylor	Flat 1 @ Chapel House
11/07/2000 14:32:32	Exit Authorised	Resident	Ray Taylor	Flat 1 @ Chapel House
11/07/2000 14:32:32	Exit Authorised	Resident	Ray Taylor	Flat 1 @ Chapel House
11/07/2000 14:32:32	Exit Authorised	Resident	Ray Taylor	Flat 1 @ Chapel House
11/07/2000 14:32:32	Access Authorised	Operator	Ray Taylor	Flat 1 @ Chapel House

7.3 Health and Abscondance

This feature allows a report based on flats not being accessed. This provides a useful way of monitoring residents who may, for example, be housebound.

To generate a Health and Abscondance report:

1. Select **Health and Abscondance** from the **Reports** section of the **File** menu.



2. Select the required date range.

   Note

   Only dates can be entered, the time fields are disabled.

3. Select **OK** to generate the report**.**

Health & Abscondance Report

Flats that have not been accessed between 01/08/2000 00:00:00 and 07/09/2000 23:59:59

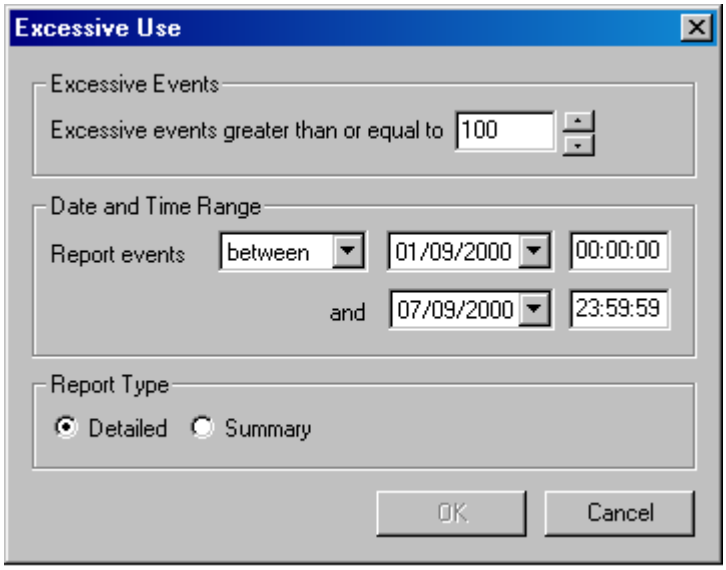
Block Name Stepford House

Flat Name	Last accessed on
Flat 1 @ Stepford House	1/07/2000 11:30:23
Flat 2 @ Stepford House	14/06/2000 11:45:05

7.4 Excessive Use

This feature allows a report based on excessive use, which are events greater than or equal to a used-defined value. It allows report options of **Detailed** and **Summary**, where the former option will cause all excessive events to be displayed by name, and the latter will list the total number of all excessive events.

1. Select **Excessive Use** from the **Reports** section of the **File** menu.



2. Select the number of excessive events.
3. Select the required date and time range.
4. Select the required **Report Type** of either **Detailed** or **Summary**.
5. Select **OK** to generate the report.

Excessive Use Report

Excessive events generated between 01/09/2000 00:00:00 and 30/09/2000 23:59:59 (Detailed)

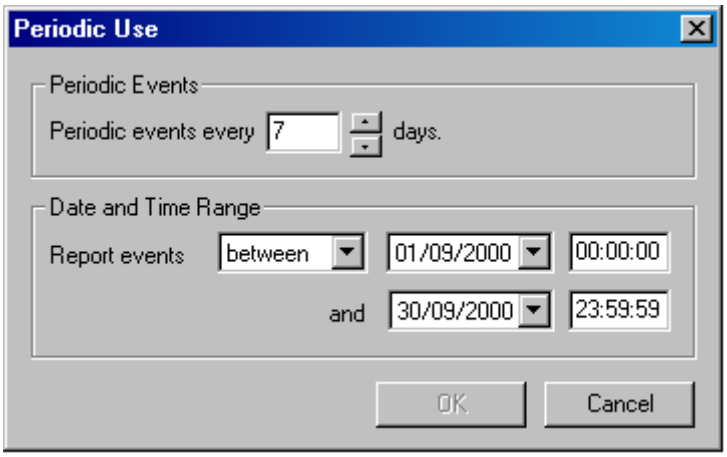
Block Name

User Name	Token Code	Flat Name	Event Date	Event Type
Ray Taylor	D90834F2	Flat 1 @ Stepford House	01/08/2000 19:00:00	Entry Authorised
			01/08/2000 19:10:00	Entry Authorised
			01/08/2000 19:20:00	Entry Authorised
			01/08/2000 19:30:00	Entry Authorised
			01/08/2000 19:40:00	Entry Authorised
			01/08/2000 21:35:00	Entry Authorised
			01/08/2000 21:40:00	Entry Authorised
			01/08/2000 21:50:00	Entry Authorised
			01/08/2000 22:20:00	Entry Authorised
			01/08/2000 22:40:00	Entry Authorised

7.5 Periodic Use

This feature allows a report based on periodic events, which are defined as occurring every user defined number of days.

When reporting on periodic use, the operator has the option to decide what is deemed periodic, e.g. gaining entry to a block/flat once every 7 days over a 4 week period.



With this information in mind, the operator is able to change the periodic number to a value they choose and input a date/time for a specified day or date range.

Periodic Use Report

Periodic events generated between 01/08/2000 10:00:00 and 31/08/2000 13:00:00

Block Name

User Name	Token Code	Flat Name	Event Date	Event Type
Ray Taylor	D90834F2	Flat 1 @ Stepford House	10/08/2000 11:30:23	Entry Authorised
			17/08/2000 11:45:05	Entry Authorised
			24/08/2000 12:20:00	Entry Authorised

8. Staff Functions

There are two types of staff member which can be defined for the Easikey Manager system:

1. **Staff**. These are people such as cleaners, maintenance staff, etc. who need to have access to the different blocks in the system.
2. **Operators**. Operators have the same access rights as Staff but they can also use their key to access the Editor in the Easikey 1000N controllers. Normally only a few staff will be added as Operators.

8.1 View Staff

To view staff added to the Easikey Manager system, simply click on the **View Staff** button in the toolbar. This displays the **Staff Members** window which contains details all staff assigned to the system.

8.2 Add Staff Member

To add a new member of staff to a block:

1. Click on the **View Staff** button in the toolbar to display the **Staff Members** window with details all staff currently in the system.
2. Click **New** to display the **New Staff Member** window.
3. Enter a name in the **Name** box.
4. Present the token to be used by the new staff member to the administration reader to add the token code to the database.
5. Select a **Peg Colour**, if applicable, from the drop-down list.
6. Click the **Operator** check-box if the new staff member is to be an Operator.
7. Click **OK** to return to the **Staff Members** window.
8. Click **OK** to accept the changes and return to the **Main** window.

8.3 Edit Staff Member

To edit details for an existing member of staff:

1. Click on the **View Staff** button in the toolbar. This displays the **Staff Members** window which details all staff assigned to the selected block.
2. Click on a **Staff Member** from the list to select.
3. Click **Edit** to display the Edit Staff Member window.
4. Amend details as required (e.g. new key issued).
5. Click **OK** to store your changes and return to the **Staff Members** window.
6. Click **OK** to return to the **Main** window.

8.4 Delete Staff

To delete a staff member from a block:

1. Click on the **View Staff** button in the toolbar. This displays the **Staff Members** window which details all staff assigned to the selected block.
2. Click on the **Staff Member** (to be deleted) from the list to select.
3. Click **Delete**. This will display a message asking if you are sure.
4. Click **OK** to delete and return to the **Staff Members** window.
5. Click **OK** to return to the **Main** window.

9. Dial Functions

There are three dial functions provided in the Easikey Manager system:

1. **Setup Dial Schedule**. This allows you to specify when the controllers in the system are contacted to send updates to the controllers and receive event data from the controllers. This is normally setup by the Installer when the system is commissioned but is included here as the User may want to change the schedule at a later date.
2. **Dial Now**. This allows you to override the dial schedule and to send any updates to the selected controller straight away without waiting for the next scheduled download.
3. **Communications Error Log**. This is a list of any errors that have occurred during the communications process and the time and date at which they took place.

9.1 Dial Schedule

To set up the dial schedule:

1. Click on the **Set Dial Schedule** button in the toolbar or select **Dial Schedule** from the **Controllers** menu.
2. Enter a **Start and End** time in the boxes provided – all updates to the controllers will be made between the specified times.
3. Enter a **Maximum Duration** in the box provided - this is the maximum length of time that will be spent communicating with each controller.

9.2 Dial Now

This feature allows you to override the Dial Schedule you have set up and to 'force dial' all controllers on the selected block at any time. This will normally only be done if urgent changes have been made to the database.

To force dial a controller:

1. Click on the required block in the **Main** window.
2. Click on the **Dial Now** button in the toolbar or select **Dial Now** from the **Controllers** menu.

9.3 Communications Error Log

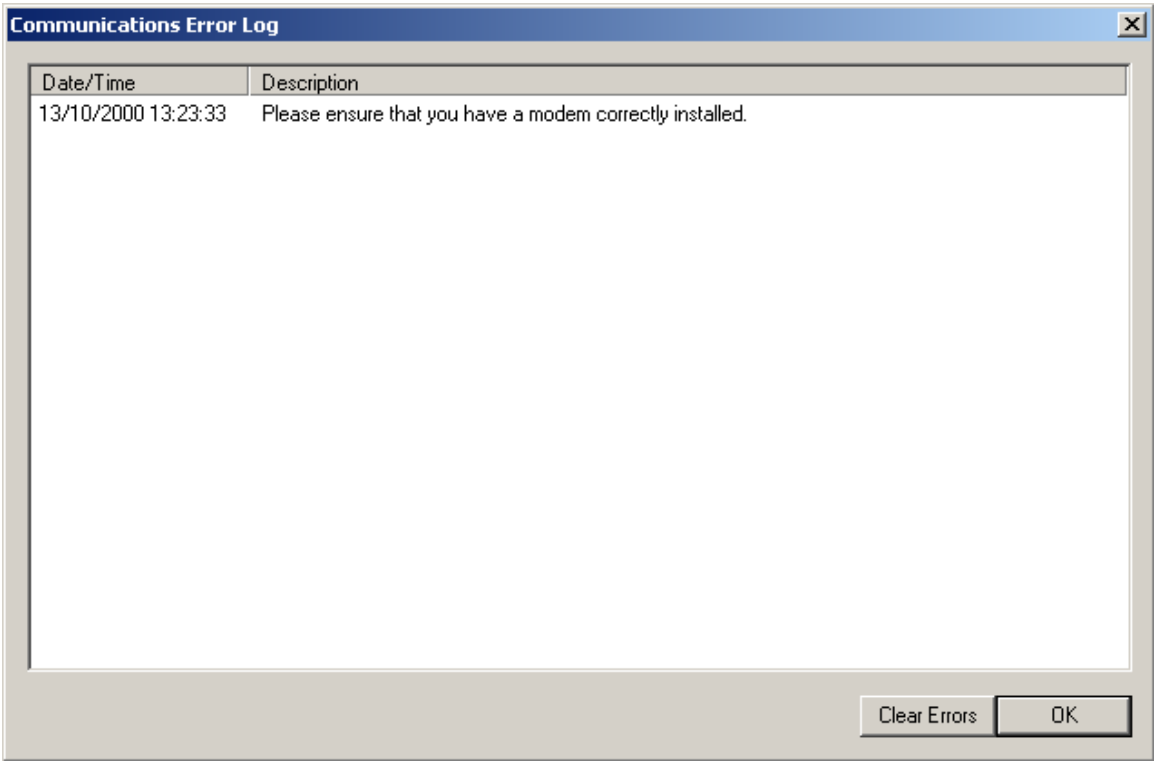
This button will display a list of any errors that have been encountered during the dial up process. It can be used in the diagnosis of any communication problems.

The log can also be displayed by selecting **View Communications Errors** on the **View** menu.

The log is cleared by selecting **Clear Communications Errors** on the **View** menu or **Clear Errors** on the log. The errors are not stored on the hard disc; they are removed when Easikey Manager is exited.

Note

Errors **must** be cleared/accepted as they occur.



To obtain further information about an error, (e.g. block and controller number) the *database log.txt* file in the Easikey Manager directory can be viewed using a text editor (e.g. Notepad).

10. Backing Up Easikey Manager

Many man-hours of effort go into setting up an Easikey Manager system, much of which could be lost, if the PC were stolen or permanently broken. To avoid this eventuality it is best to backup the Easikey Manager database regularly and keep a copy at a remote location.

CAUTION

Shut down Easikey Manager before copying the database file. Failure to do so could lead to unpredictable results and may damage your database.

The database is called *EasikeyManager.mdb* and, if you used the standard installation directory, should be located in *Program files/PAC International/Easikey Manager/Data/EasikeyManager.mdb*. Use Windows Explorer to locate it.

To keep a safe copy:

- Copy it to removable media such as a floppy disk.
- Copy it to a network drive at a remote location.
- Email it to a remote location (check the security of this method with your service provider).
- Use your usual backup procedure to keep a copy.

When you are finished, restart Easikey Manager.

11. Restoring a Backed Up Easikey Database

To restore the database:

1. Close down Easikey Manager
2. Use Windows Explorer to open the *Program files/PAC International/Easikey Manager/Data/* directory.
3. Right click on the old *EasikeyManager.mdb* database and select **Rename**.
4. Rename it to something like *EasikeyManager.old* and keep this as an emergency copy.
5. Copy the *EasikeyManager.mdb* that you want to restore into the data directory
6. Start Easikey Manager.

12. Delete Events

This facility allows you to delete events in the Easikey Manager database which were generated before a specified date.

To delete old events:

1. Click **File** in the menu bar.
2. Select **Delete Events** from the dropdown menu to display the Delete Old Events window.
3. Click on the down arrow (▾) to the right of the date to display the calendar showing the current month.
4. Click the left/right arrows (◂ ▸) at the top of the calendar to step through the months.
5. Click on a date when you have selected the correct month (all events generated before this date will be deleted).
6. Click **OK** to delete events.

13. Setup Functions

The configuration of hardware, such as modems, pIPers and interface kits is described in detail in *17361 Easikey Manager Installation Guide*.

14. Import Door Controller Database

This operation will typically only be done once on new systems (provided regular backups are kept) and will only need to be done on new sites where the hardware is being upgraded from Easikey 99s and/or Easikey 1000s to Easikey 1000Ns.

Importing a controller database into the Easikey Manager system is a joint operation between the Installer and the User. The sequence and responsibilities are as follows:

1. Install the Easikey Manager software.	Installer
2. Add all staff members manually to Easikey Manager. *	User
3. Create and commission all blocks in the system in Easikey Manager	Installer
4. Perform uploads from old Easikeys using upload software.	Installer
5. Upgrade to Easikey 1000Ns.	Installer
6. Import uploaded databases into “undefined” flats in Easikey Manager.	Installer
7. Add the required flats to Easikey Manager.	User
8. Edit the resident details.	User
9. Move residents to the flats.	User
10. Initialise the controllers from Easikey Manager.	Installer
11. Download to the controllers.	Installer

* Always add staff members to Easikey Manager before uploading the controller databases. Their records will not be overwritten. If you do not take this step the staff tokens will be allocated to the 'undefined' flat as residents in a single block, this will prevent them from gaining access to multiple blocks and you will need to delete their record and re-add them as staff.

14.1 Installer Operations

Note

These are described in detail in *17361 Easikey Manager Installation Guide*.

The import procedure carried out by the Installer automatically creates an additional flat called ‘undefined’ in the selected block and places all the information uploaded from the controller into this flat. For each entry in the controller database, the following information is assigned to a resident:

- **Name**. This comprises the name given by the Installer to identify the controller and the number of the key in the controller database (1-99 for Easikey).
- **Token Code**. This is the unique ID for the token assigned to the resident.
- **Peg Colour**. This is set to <none> because the controller does not record the peg colour.

14.2 Import Database Facility

This feature allows you to import the resident’s information from existing Easikey/Easikey 1000 controllers when you upgrade to Easikey Manager with Easikey 1000N controllers.

The import process imports all residents in the controller database into one flat. You then use the **Move** button to move each resident to the required flat. It is therefore recommended that you create the flats before importing the database.

The import process consists of:

1. Upload the database from the existing controller (Easikey/Easikey 1000) to a laptop PC, refer to the *17363 Easikey Manager Upload/Upgrade kit* for details
2. Transfer the uploaded file from the laptop to the PC running the Easikey Manager software.
3. Import the information into Easikey Manager and edit the information as required.

Import Database

The database file will be *FILENAME.CSV* where *FILENAME* is the name given to the file when the information was uploaded (normally this will be the block name or something similar that uniquely identifies the controller). Once the file has been transferred to the PC running the Easikey Manager software, the information is imported as follows:

1. Run Easikey Manager if it is not already running.
2. Click **File** in the menu bar.
3. Select **Import Database** from the drop-down menu. This displays the **Open** dialog box.
4. Select the folder on the PC you have copied the upload file to (PAC recommend you copy it to the root directory for ease).
5. Scroll through the folders/files until you find the file and click on the file name to select it.
6. Click **Open**. This displays the **Delete Residents from Block** window with the following options:

   Delete existing residents

   Continue without deleting

   Cancel Import
7. Click the appropriate button (usually **Continue without deleting**) to start the import. When the import is done you are returned to the **Main** window where you can see a new flat called 'undefined' has been created in the selected block.
8. Click on the flat to select it and check that the residents have imported successfully.

14.3 User Operations

Once the controller database has been imported to Easikey Manager the user should:

1. Add staff before the databases are imported* (see Section 8.2).
2. Edit the resident details and add names.
3. 'Move' resident records to the relevant flats.
4. Delete the undefined flat.
5. Initialise and download to the controllers.

* Always add staff members to Easikey Manager before uploading the controller databases. Their records will not be overwritten. If you do not take this step then the staff tokens will be allocated to the 'undefined' flat as residents in a single block, this will prevent them from gaining access to multiple blocks and you will need to delete their record and re-add them as staff.

To edit resident details:

1. Click on a block. The associated flats display in the left-hand pane.
2. Click on the 'undefined' flat to select it.
3. Click the **Edit Flat** button to display the **Edit Flat** window.
4. Click on the first entry (key 01) in the list and click **Edit** to edit details for the resident.
5. Refer to the Easikey/Easikey 1000 Record Sheets for the name of the resident for Key 1.
6. Enter the resident's name in **Resident Name** box (from records - Easikey record sheet or the Easikey 1000 database printout).
7. If appropriate, click on the down arrow (▾) by the **Peg Colour** box and select a colour.
8. Repeat steps 5-7 for all the other keys.

To move residents to flats:

1. Click on the first entry in the list (e.g. John Smith) to select it.
2. Refer to the occupancy records to determine which flat John Smith occupies.
3. Click on the **Move** button to display the **Move Resident** window.

4. Click on the down arrow (▾) to display a list of flats in the block.
5. Click on flat occupied by John Smith (scroll down the list of flats if necessary).
6. Click **OK** to move John Smith to the specified flat.
7. Repeat steps 1-6 for all residents in the 'undefined' flat.
8. Click **OK** to return to the **Main** window.

To finish and delete the undefined flat:

1. Click on the 'undefined' flat to select it.
2. Click the **Delete Flat** button on the toolbar to delete the flat from the block.
3. Initialise and download as described in the next section..

15. Initialise and Download

Initialise and download performs the following functions:

- **Initialise** – clears the database of the selected controller.
- **Download** – downloads information from the Easikey Manager database to the selected controller.

Note

Initialise and Download are normally only carried out when a controller is first commissioned.

To initialise/download:

1. Select the block containing the controllers you want to initialise/download information to.
2. Click **Controllers** in the menu bar on the **Main** window.
3. Select **Initialise** or **Download…** from the dropdown list. This displays the Initialise and Download window with a list of controllers for the selected block.
4. To select, hold down the **CTRL** key and click on the controllers.
5. Click **OK** to initialise controllers or initiate download.